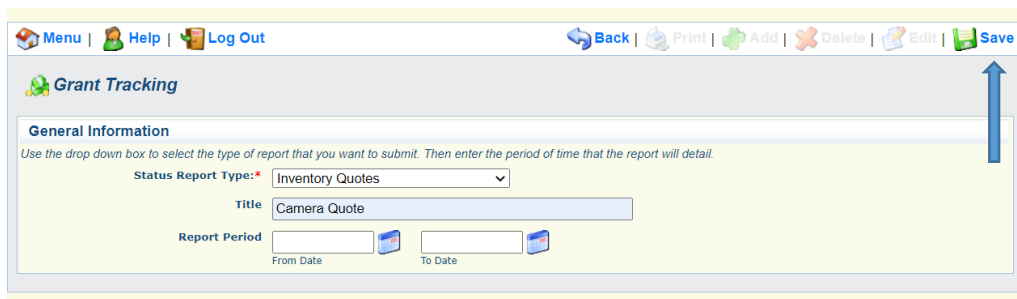


How to Submit an **INVENTORY QUOTE** in Iowa Grants

- Go to www.iowagrants.gov and log in
- Click on **My Grants** and then select grant for current fiscal year
- Click on **Status Reports**
- Click on **Add** at the top of the page
- Select **Inventory Quotes** from the Status Report Type drop down menu

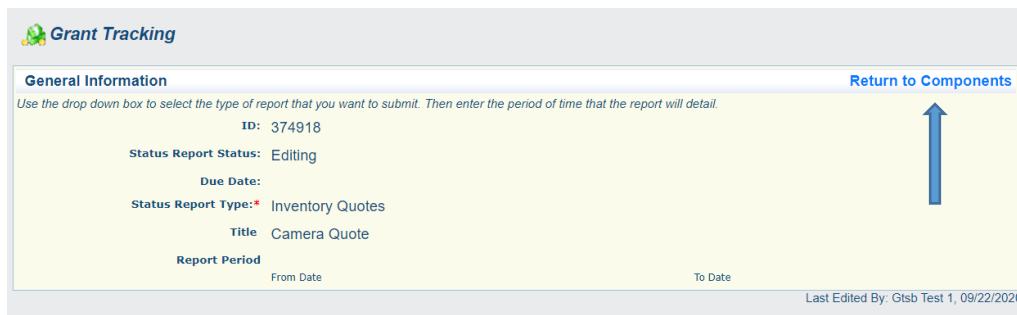


The screenshot shows the 'Add' form in the Grant Tracking system. At the top, there is a navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is the 'Grant Tracking' header. The main section is titled 'General Information' and contains the following fields:

- Status Report Type:** A dropdown menu with 'Inventory Quotes' selected.
- Title:** A text field with 'Camera Quote' entered.
- Report Period:** Two date fields labeled 'From Date' and 'To Date'.

A blue arrow points to the 'Save' button in the top right corner.

- For the **Title Field**, enter “Camera Quote”, “Speed Trailer Quote”, “TruCam Lidar Quote”, etc.
- Do not enter dates into the **Report Period** fields
- Click **Save** in upper right corner
- Click **Return to Components**



The screenshot shows the 'Edit' form in the Grant Tracking system. At the top, there is a navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is the 'Grant Tracking' header. The main section is titled 'General Information' and contains the following fields:

- ID:** 374918
- Status Report Status:** Editing
- Due Date:**
- Status Report Type:** Inventory Quotes
- Title:** Camera Quote
- Report Period:** From Date and To Date fields.

A blue arrow points to the 'Return to Components' link in the top right corner. At the bottom right, it says 'Last Edited By: Gtsb Test 1, 09/22/2020'.

- Click on **Inventory Quote** in the table

Components			Preview Submit
Complete each component of the status report and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
General Information	✓	10/09/2020	
Inventory Quote ←			

[Menu](#) | [Help](#) | [Log Out](#)

[Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

Grant/Project Tracking
↑

Status Report: 373742 - 20

Grant: **373742-Des Moines PD 2021 Tester**

Status: Editing

Program Area: GTSB Test Program

Grantee Organization: Grant Testing, Department of


Program Manager: Regina Sterbenz

Instructions

Contractors shall receive prior written approval for all in-car camera purchases and any equipment purchases over \$5,000 from GTSB by submitting a quote from the vendor for the equipment to verify the acquisition price. Claims for equipment submitted by the Contractor must match the quote exactly as approved by GTSB.

Equipment with a useful life of more than one year and an acquisition cost of \$5,000 or more shall be subject to the following requirement: **Purchases shall receive prior written approval from GTSB and NHTSA.** Failure to secure prior approval will result in the contractor being responsible for the cost of the equipment purchase; retroactive approval from NHTSA is not an option.

Inventory Quote

Quote Expiration Date*  ←

Quote Attachment

Quote Attachment ←

[Return to Top](#)

- Click on the calendar icon to enter your **Quote Expiration Date**
- Click on **Choose File** to attach your quote from the manufacturer
- Click **Save** in upper right corner

[Menu](#) | [Help](#) | [Log Out](#)

[Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

Grant/Project Tracking
↑

Status Report: 373742 - 03

Grant: **373742-Des Moines PD 2021 Tester**

Status: Editing

Program Area: GTSB Test Program

Grantee Organization: Grant Testing, Department of

Program Manager: Regina Sterbenz

Instructions

Contractors shall receive prior written approval for all in-car camera purchases and any equipment purchases over \$5,000 from GTSB by submitting a quote from the vendor for the equipment to verify the acquisition price. Claims for equipment submitted by the Contractor must match the quote exactly as approved by GTSB.

Equipment with a useful life of more than one year and an acquisition cost of \$5,000 or more shall be subject to the following requirement: **Purchases shall receive prior written approval from GTSB and NHTSA.** Failure to secure prior approval will result in the contractor being responsible for the cost of the equipment purchase; retroactive approval from NHTSA is not an option.

Inventory Quote

Quote Expiration Date* 

- Click **Mark as Complete**

Instructions
Contractors shall receive prior written approval for all in-car camera purchases and any equipment purchases over \$5,000 from GTSB by submitting a quote from the vendor for the equipment to verify the acquisition price. Claims for equipment submitted by the Contractor must match the quote exactly as approved by GTSB.

Equipment with a useful life of more than one year and an acquisition cost of \$5,000 or more shall be subject to the following requirement:
Purchases shall receive prior written approval from GTSB and NHTSA. Failure to secure prior approval will result in the contractor being responsible for the cost of the equipment purchase; retroactive approval from NHTSA is not an option.

Inventory Quote

Quote Expiration Date* 11/25/2020

Quote Attachment

Quote Attachment Camera Quote.pdf

Mark as Complete | Go to Status Report Forms

Last Edited By: Gtsb Test 1, 09/22/2020

- Click **Submit**

Components

Preview | Submit

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	10/09/2020
Inventory Quote	✓	10/09/2020

- If there are no further edits to this form, click **OK**

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www.iowagrants.gov says

Submitting the Status Report will lock all sections from further editing.
Have you completed all sections? Are you sure you are ready to submit this Status Report?

OK

Cancel

Once you see the screen below, you will know that your submission was successful and your Program Administrator has been notified of your submission.

Status Report Submitted Confirmation

You have successfully submitted your Status Report with Status Report ID [377557]. Grantor has received your Status Report for evaluation. You can return to the Grant forms by clicking [here](#)

If the purchase requires pre-approval from NHTSA, documentation will be uploaded and added upon receipt of that communication. You will then be notified by the GTSB Grants Administrator.

If the purchase does not require NHTSA pre-approval, you will be notified by your Program Administrator that you can proceed with your purchase.